

Executive Secretarial Technology

*Extend your reach
...make the Executive
Secretarial connection
at Dodge City
Community
College!*

*The employment outlook for trained secretaries and office employees in the automated office of the 1990's is projected to increase. Be a part of office technology!
Dodge City Community College offers specific training in the following areas of Executive Secretarial Technology:*

**Executive Secretarial
Technology
Office Receptionist/Clerical
General Clerical
Legal Secretarial
Medical Secretarial
Office Administration
Word/Information Processing
Business Teacher Education**

The Executive Secretarial Technology program serves students desiring immediate employment upon completion of the one or two-year programs. It also serves the transfer student who is pursuing a four-year degree. Part-time employment opportunities are available for qualified students.

*For further information and a listing of available classes, contact:
Patricia A. Allison, Associate Professor,
Executive Secretarial Technology*



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